

Sample Request Letter to the City of Blue Island – Please fill parentheses.

Date

Ms. Jodi L. Prout
City of Blue Island
13051 Greenwood Avenue
Blue Island, IL, 60406

Dear Ms. Prout:

I am writing to request the City of Blue Island's support and consent of my application to Cook County for the Class 8 Property Tax Incentive.

My company is currently located at (CURRENT ADDRESS) in (NAME OF MUNICIPALITY). We manufacture (PRODUCE AND/OR SERVICE) (DESCRIPTION OF COMPANY).

We are purchasing the property at (COMMON ADDRESS), tax parcel number(s) (TAX PARCEL NUMBER(S)) in the City of Blue Island with the intention of constructing a (NUMBER OF SQUARE FOOTAGE) square-foot building. The company currently employs (NUMBER OF EMPLOYEES), which we hope to increase to (NUMBER OF EMPLOYEES) after we move into our new facility.

The Class 8 Property Tax Incentive is necessary for construction of this building because (EXPLANATION OF WHY CLASS 8 INCENTIVE IS NEEDED).

Thank you for your assistance.

Sincerely,

(NAME OF PRESIDENT/OWNER)
(COMPANY NAME)

Enc: Copy of Completed Class 8 Application
Aerial image of property